



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MEDICAID SERVICES DIVISION DIRECTOR

Job Number: 20001934

Job Code: 99370V000101

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 03/16/1999

Job Revised: 02/24/2006

Grade: 19 Salary (MIN - MID):

\$29,106-\$38,559 - Hourly

\$4,729.74-\$6,265.84 - 37.5 Hr. Monthly Salary

\$5,045.04-\$6,683.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall direction for all activities for a division within the Department for Medicaid Services; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of professional experience in health care, human services, behavioral health, business administration, public administration, finance, accounting, information technology or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in one of the above fields will substitute for the required experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops and implements policy regarding the application of state and federal laws, rules and regulations regarding Medicaid programs and services in one of the following areas: physical health, children's health, long term care, behavioral health, member and provider services, quality improvement, financial systems or management information systems. Formulates short and long range program plans, budgetary plans and other plans for the utilization of staff. Monitors program initiatives. Responsible for overseeing the activities of organizational entities within the Division. Provides technical assistance and interpretation of rules and regulation to agency heads, deputy agency head and other division directors. Represents the division, department or cabinet on task forces, committees or meetings as assigned.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. May be required to travel.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.